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549M-1

Chief, Regulations Control Staff

15 May 1957

Chief, Records Management Staff

Comment on Proposed Regulation

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1. The discussion of record and non-record material in 1.e,f. and 2.b,c appears irrelevant to the scope of this regulation. These concepts are taken care of by the Records Control Schedule defined in 1.1.

2. Paragraph 4a: The Records Center destroys material in bulk in sealed, cardboard storage boxes. It would not be possible to shred the volume of material handled. Can an exception be made for this procedure in the regulation, or would it be more desirable to grant the exception in a memo from SO to the Records Management Staff.

3. Paragraph 4f (2)(a). Does this three year retention period cover log books and certificates of destruction. Log books are presently scheduled for destruction after one year old. This was concurred in by SO in a memo of 12 October 1954.

4. Paragraph 4g. Are these certificates to be retained forever or does the 3 year retention period in paragraph apply?

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Mgt/S/RMS/RDB jml(15May57)

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